

Pamphlet

SHIPPIERS' EXPORT DECLARATIONS AND EXPORT PROCEDURE.

DEPARTMENT OF COMMERCE,
BUREAU OF FOREIGN AND DOMESTIC COMMERCE,
Washington, November 15, 1915.

To Exporters, Shippers, and Carriers:

Your attention is invited to Treasury Decision 35708, entitled "Shippers' Export Declarations and Export Procedure," issued jointly by the Secretary of the Treasury and the Acting Secretary of Commerce, on September 15, 1915.

The main features of the new regulations and the reasons for their adoption may be summarized as follows:

1. A simplified form of shippers' export declarations has been prescribed alike for exports by rail and by vessel, so drawn up as to prevent any disclosure of the value of goods to persons outside the Customs Service. The new form is in duplicate and can be filled out at one writing by the use of carbon paper. The original alone calls for the value of the shipment, and this copy will be retained by customs officials and treated as strictly confidential. Only the duplicate (or "extract"), which does not show values, will be handed over to the shipper's agent at the port or to the carrier as proof of compliance with customs requirements.

2. Heretofore it has been required that the shipper take oath to the export declaration before a collector of customs. Under the new regulations the oath may be taken before a notary or other person authorized to administer oaths as well as before a collector or deputy collector of customs. No oath is required for exports by land. The change is intended to facilitate the preparation of export declarations by the original shipper instead of his agent at the port, who can not be expected to be so fully cognizant of the character of the merchandise, its value, and the country of final destination. To insure statistical accuracy, manufacturers themselves are urged, as far as practicable, to make out the export declarations. Copies of Schedule B, showing the articles specified separately in the published statistics, may be obtained on application to this Bureau. A description of merchandise in the export declarations should be at least as full as the classes shown in Schedule B.

3. The requirements on the part of carriers have been somewhat simplified. Hereafter copies of the waybills will be accepted from railroad companies as car manifests. In vessel manifests a notation

that the values are as stated on the shippers' declarations will be accepted in lieu of a detailed statement of the value of each shipment.

4. On and after January 1, 1916, the legal requirement that goods shall not pass out of the jurisdiction of the United States until shippers' declarations are presented in due form will be strictly enforced. Exception will be made only when the carrier gives bond to produce within 15 days export declarations (originals or duplicates) for all shipments.

Too often and too truthfully it has been said that there is no adequate check to insure the completeness and accuracy of our export statistics. The Bureau of Foreign and Domestic Commerce, which is required by law to publish the statistics of imports and exports, is under obligation to the manufacturers of this country to present accurate returns that can be used safely as a business guide. This it is believed will be accomplished by the new regulations with no added hardship on exporters who have been observing the legal requirements. Instead, his convenience will be served by the use of a simplified form that may be certified to before any officer empowered to administer oaths and that is so drawn up as to prevent any disclosure of the value of the shipment to outside parties.

The cooperation of shippers is urged in preparing full and accurate declarations regarding their exports, instead of delegating this duty to agents at the frontier.

Respectfully,

E. E. PRATT,
Chief of Bureau.

(T. D. 35708.)

Shippers' export declarations and export procedure.

TREASURY DEPARTMENT, September 15, 1915.

To collectors of customs and others concerned:

1. The following procedure is prescribed for the exportation of merchandise to foreign countries or shipped to or from noncontiguous territories of the United States on and after January 1, 1916. These regulations will not supersede any regulations promulgated for the enforcement of the neutrality laws.

2. *Shippers' export declarations.*—The shippers' export declaration required by section 4200, R. S., must be filed with the collector of customs at the port of exit in the manner prescribed below for all goods shipped to foreign countries or to noncontiguous territories of the United States or from Alaska, Hawaii, or Porto Rico to the United States. The declaration must be in the following form:

[Original—For customs use only.]

Treasury Department,
Customs Cat. No. 7525.

SHIPPER'S EXPORT DECLARATION

and manifest of merchandise exported to foreign countries or shipped to non-contiguous territory.

Clearance will not be granted until shipper's declaration has been filed with the Collector of Customs. Government export statistics are compiled from this declaration and it must be correct.

Merchandise shipped by.....
(Original shipper.)

Address: No., Street, City, State

From via.....
(Place of original shipment.) (Carrier from interior point, if any.)

for shipment on the
(Name of carrier; if vessel, indicate flag and motive power.)^a

from to port of country of
(U. S. customs port of exportation.) (Foreign port.) (Ultimate

destination of goods.)

Marks and numbers.	Articles and number of packages. (Describe articles fully, as cotton laces, printing presses, pickled pork, etc. Do not use general terms, as dry goods. State number and kind of packages.)	Quantity. (In pounds, yards, gallons, etc.)	Value.	
			U. S. products. (State market value at time and place of shipment.)	Foreign. (Same conditions as imported. Give value shown on import entry.)

May be delivered to carrier
in sealed envelope. Bond No. Withdrawal No. Declaration C. H. No.

I,, solemnly declare that the above declaration contains a full, just, and true account of all goods, wares, and merchandise shipped by the party, and on board the vessel or vehicle, and to the country or place named above, and that the description and quantity of each article is truly stated and that the values thereof are the actual cost or values at the time and place of shipment.

.....
(Signature of owner, original shipper, or consignor.)

This oath to be taken before notary, collector of customs, or officer authorized to administer oaths. This declaration must be signed, but oath need not be taken on goods for exportation to Canada or Mexico by car, vehicle, or ferry.

Sworn and subscribed to before me at, on, 191....

.....
(Sign here.)

^a If known.

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INSTRUCTIONS (read carefully)

The actual shipper must prepare this export declaration and subscribe to the oath before a customs officer, notary, or other authorized officer. If the declaration is executed by an agent for the shipper the authority must be in writing on this declaration or other document filed with the collector. For exportation to Canada or Mexico by car, vehicle, or ferry the declaration must be signed by the shipper, but need not be under oath. The values and names of shippers may be omitted from the duplicate, but must always appear on the original. The original is for the use of customs officers and will be treated as confidential and information not disclosed without written authority of the shipper or his agent. Export statistics are compiled from these declarations, and all data required on the prescribed form must be furnished.

Domestic articles exported.—The value of all articles grown, produced, or manufactured in whole or part in the United States must be stated in the column of "United States products."

Foreign articles exported.—The value of articles of foreign origin shipped out of the United States in the same condition as imported must be stated in the column of "Foreign products." If foreign articles are subjected to any process of manufacture or alteration in the United States they become domestic products and must be reported as such. Thus: Imported raw sugar refined in the United States should be reported as a domestic product.

The value of domestic articles to be stated is the actual cost or true market value at the time and place of shipment for exportation.

The value of foreign articles withdrawn from bonded warehouse or shipped in bond should be the value stated on the bond or withdrawal.

Description of articles exported must be accurate and complete. General terms, such as dry goods, groceries, meats, machinery, millinery, etc., will not be accepted. In the case of cheese, the declaration must state whether filled or unfilled, oleomargarine whether colored or uncolored, butter whether pure, adulterated, or renovated.

The kind of packages, as boxes, barrels, etc., and the net weight, exclusive of outer coverings, must be specified.

The total quantity of each article expressed in the usual measure of pounds, yards, gallons, etc., must be stated. Domestic spirits exported must be stated in gallons of 50 per cent alcoholic strength.

Inspection certificates.—Process butter or butter adulterated or renovated must be accompanied by certificate of purity issued by the United States inspector of dairy products. Certificate of inspection must be presented to the collector for meat and meat food products exported when required by the regulations of the United States Department of Agriculture.

Export schedule B may be obtained free of charge from the Bureau of Foreign and Domestic Commerce, Department of Commerce, Washington, D. C., and will be of much assistance to exporters.

Sale and printing of blanks.—Shippers' export declarations may be obtained from collectors of customs at the price of two for 1 cent or \$5 per thousand. The export declarations may be printed by private parties providing they conform strictly to the official form in size, wording, color, and arrangement.

Section 4200, Revised Statutes.—Before a clearance shall be granted for any vessel bound to a foreign port, the owners, shippers, or consignors of the cargo of such vessel shall deliver to the collector manifests of the cargo or the parts thereof shipped by them, respectively, and shall verify the same by oath.

[Duplicate.]

Extract of shippers' declaration and notice of filing in customhouse.

To be delivered to exporting vessel or vehicle and to be attached to manifest or waybill when presented for clearance.

Merchandise shipped by..... Address: City.... Street..... State..... from..... via..... for shipment on the.....

(Name of carrier; if vessel, indicate flag and motive

..... from..... to port of..... country power.) (U. S. customs port.) (Foreign port.)

of.....
(Ultimate destination of goods.)

Marks and numbers.	Articles—Quantities and number of packages.	This column for carriers' notations.	
		Short shipped.	Overshipped.
Date exported,	Bond No. Withdrawal No.	C. H. No.	

To exporting vessel or carrier: This is to certify that shipper's declaration is on file with the collector of customs, district No., and above-described goods may be cleared for exportation.

....., 19...

.....,
Deputy Collector of Customs.

[Back of form.]

INSTRUCTIONS (read carefully).

Shipments from interior points for exportation.—The shipper must prepare the original export declaration and attached carrier's extract and deliver both forms to the carrier with the goods to accompany the same to the port of exportation.^a

If the shipper prefers, he may place the original declaration, but not the carrier's extract, in a sealed envelope, addressed to the collector of customs with his name indorsed thereon and the fact of sealing noted on the declaration and deliver it with the extract to the carrier.

Upon arrival of the goods at the port of exportation, the carrier must immediately deliver the original declarations, sealed and unsealed, and the carrier's extracts to the collector of customs who will retain the original and certify the extract and return it to the carrier, vessel, or party named to attend to exportation.

Exporting vessel or carrier.—Care should be exercised in receiving goods destined for foreign countries or noncontiguous territories not accompanied by certified extracts or original declarations as clearance will not be granted until the export declarations have been filed with the collector or bond given to produce the same. The certified extracts must be attached to the vessel's manifest or car waybill when presented for clearance.

Exportations from seaboard or border ports.—The shipper may deliver or mail the original declaration and extract to the collector who will retain the original and certify the extract and deliver it to the shipper, vessel, or party named to attend to exportation.

Withdrawals from bonded warehouse for exportation and in transit.—Entries for goods shipped through the United States from one foreign country to a different foreign country must be accompanied by the export declaration and attached extract and will be delivered by the collector at the port of arrival to the carrier with the transportation papers to accompany the goods to the port of exit. No declaration is required for goods shipped out of one country and back into the same country.

Shipments from Alaska, Hawaii, or Porto Rico to the United States for transshipment and exportation should be treated in the same manner as shipments from interior points and the declaration and attached extract must accompany the coastwise manifest.

To the collector: I hereby authorize _____, address, _____, to act as my agent for customs purposes in the exportation of the within described goods. Please deliver the certified duplicate accordingly.

_____, *Shipper.*

^a Or mail them with the through bill of lading and other documents to the agent at the seaboard.

The export declaration must be executed by the actual shipper, owner, or consignor of the merchandise.

If the declaration is executed by an agent of the shipper, the authority must be in writing on the declaration or other document filed with the collector.

The shipper's export declaration must be made under oath taken before a notary or other person authorized to administer oaths, or before the collector of customs or a deputy, except in the case of exports to Canada or Mexico by car, vehicle, or ferry, in which case the declaration must be signed, but need not be under oath.

Shippers' declarations and extracts will be serially numbered in the customhouse immediately upon presentation, a new series to begin on July 1 of each year, or oftener, serial numbers not to exceed 100,000.

Shippers' declarations will be retained in the customhouse and treated as confidential and no information contained therein disclosed without written authority of the shipper or his agent.

3. *Shipments from an interior point.*—When goods are shipped from an interior point for exportation to a foreign country or shipment to noncontiguous territories of the United States, or from Alaska, Hawaii, or Porto Rico to the United States, the shipper will prepare and deliver to the carrier an export declaration and attached extract in the prescribed form to accompany the goods to the port of exportation. If the shipper prefers, he may place the declaration, but not the extract, in a sealed envelope addressed to the collector of customs with his name indorsed thereon and the fact of sealing noted on the declaration and deliver the sealed envelope together with the extract to the carrier. If goods are consigned to an agent at the seaboard, the declaration and extract, properly prepared by the original shipper, may be mailed direct to the agent or party who will attend to the transshipment or exportation.

4. *Procedure at the seaboard.*—Upon arrival of the goods at the seaboard, the carrier will immediately deliver the declarations (sealed or unsealed) and the extracts to the collector of customs, who will retain the declaration, certify the extract, and deliver the latter to the carrier or party designated to attend to the exportation. The certified extract is evidence to the carrier or vessel that the shipper's declaration has been filed.

If the shipment originates or the declaration is executed at the port of exit, the shipper will deliver or mail the original declaration and extract to the collector, who will retain the declaration and certify the extract and mail or deliver the latter to the shipper or party named to attend to the exportation.

5. *Exporting vessels at the seaboard.*—Vessels bound to foreign countries or to or from noncontiguous territories of the United States,

should not accept shipments therefor unless accompanied by shippers' declarations or extracts thereof, certified by the collector.

The customhouse number of the shipper's declaration must be noted on the vessel's manifest opposite each consignment, and the certified extracts should be attached to or delivered with the manifest when presented to the collector for clearance.

Clearance will not be granted to any vessel until a complete manifest accompanied by shipper's export declarations (or certified extracts thereof) for all cargo on board has been filed with the collector as required by section 4200, Revised Statutes. Immediate clearance, however, may be granted under the following conditions:

6. *Immediate clearance.*—Application for immediate clearance upon an incomplete manifest must be made on Customs Form No. 7301, and the vessel's manifest must be indorsed "Incomplete" by the master.

The collector may, in such case, grant immediate clearance provided a bond is given to produce the complete manifest in proper form, together with the shippers' export declarations or the certified extracts thereof, on the next business day after the departure of the vessel, and if any shipper's export declaration has not been received, to cause the same to be filed with the collector within 15 days after date of clearance.

If any merchandise is on board the vessel for which shippers' declarations have not been filed, the master must present with the vessel's manifest a proforma declaration on customs Form No. 7303, enumerating in detail all of such shipments. Statistical returns must not be compiled from proforma declarations unless it is shown that the shipper's declaration can not be produced.

The manifest of a vessel bound to a foreign country or to or from noncontiguous Territories of the United States must show the particulars required by section 4199, Revised Statutes, namely, the destination of the vessel, the marks and numbers of the packages, and a description of the articles, contents, quantities, and values. The correct values must be shown in all cases thereon, provided, however, that when shippers' declarations or certified extracts are presented with the manifest a note on the manifest that all values are as stated on shippers' declarations will be accepted.

7. *Exportations to Canada or Mexico by railway.*—Upon arrival of goods for exportation at a border port, the carrier must deliver to the collector of customs a car manifest which shall be a carbon or other copy of the waybill for each shipment, showing the shipper or consignor, description of goods, and the destination thereof. The extracts of declarations and the shippers' declarations, sealed or unsealed, will be attached to the copies of the waybills.

The collector will retain the shipper's export declaration, certify the extract, and return it to the carrier as evidence of the delivery of the shipper's declarations.

Collectors will not permit any shipment to depart until copies of the waybills and the shippers' declarations therefor have been produced. Immediate exportation may be permitted, however, if the carrier files a proforma declaration on customs Form No. 7303 for all goods not covered by shippers' export declarations and gives bond to produce the same within 15 days after the date of exportation.

8. *Exportation by ferry or vehicle.*—The shipper must deliver a shipper's declaration and extract to the customs officer, who will retain the declaration and deliver the extract to the shipper to accompany the goods. The master or person in charge of the ferry or vehicle and the customs officer at the place of departure will permit no shipment to cross the border not accompanied by certified extracts. At the close of each day the master or person in charge will deliver to the customs officers all extracts of declarations received during the day, accompanied by a declaration in lieu of a manifest that all goods exported were covered by certified extracts of shippers' declarations. Goods not accompanied by shippers' declarations or extracts may be permitted exportation if proforma declaration and bond on customs Form No. 7303 are furnished.

9. *Goods withdrawn from bonded warehouse for exportation.*—When goods are withdrawn from a bonded warehouse for direct exportation, the shipper's export declaration and extract must be presented with the withdrawal and be compared therewith and the withdrawal and bond numbers noted thereon and the declaration stamped "In bond." If withdrawn for transportation to and exportation at another port, the procedure will be the same, except that the shipper's declaration and extract thereof will accompany the carrier's manifest to the port of exportation.

The carrier's manifest, declaration, and extract will be delivered by the carrier at the port of exit to the collector, who will retain the shipper's declaration and indorse on the extract the date of exportation, and deliver it to the carrier as evidence that the condition of the bond has been performed. Statistical report of these transactions will be made only at the port of exit.

10. *Merchandise in transit.*—When merchandise is shipped from one foreign country to another through the United States, the shipper's declaration and extract must be presented and compared with the entry papers at the port of first arrival and must accompany the goods to the port of exit. The declaration will be stamped "In transit," and the entry number noted thereon.

Upon arrival at the port of exit all papers will be delivered by the carrier to the collector, who will retain the original declaration and indorse the date of exportation on the extract and return it to the

carrier for use in canceling the charge on the bond at the port of first arrival.

Statistical reports of these transactions will be made only at the port of exit.

Shippers' export declarations will not be required for merchandise in transit through the United States from one place in a foreign country to another place in that same country nor for merchandise in transit through foreign contiguous territory from place to place in the United States. No statistical report is required for such shipments.

11. *Divided shipments.*—If a shipment is divided at the port of exit, part being exported in one vessel and part in another, a notation will be made on the extract of declaration of the amount shipped on the first exporting vessel, and a copy of the original extract showing the amount shipped on subsequent vessels will be presented with each vessel's manifest.

12. *Preparation of declarations.*—Export statistics are compiled from shippers' declarations and all data required on the prescribed form must be furnished.

Domestic articles exported.—The value of all articles grown, produced, or manufactured in whole or in part in the United States must be stated in the column of "United States products."

Foreign articles exported.—The value of articles of foreign origin shipped out of the United States in the same condition as imported must be stated in the column of "Foreign Products." If foreign articles are subjected to any process of manufacture or alteration in the United States they become domestic products and must be reported as such. Thus, imported raw sugar refined in the United States should be reported as a domestic product.

The value of domestic articles to be stated is the actual cost or true market value at the time and place of shipment for exportation.

The value of foreign articles withdrawn from bonded warehouse or shipped in bond should be the value stated on the bond or withdrawal.

Description of articles exported must be accurate and complete. General terms such as dry goods, groceries, meats, machinery, millinery, etc., will not be accepted. In the case of cheese the declaration must state whether filled or unfilled; oleomargarine, whether colored or uncolored; butter, whether pure, adulterated, or renovated.

The kind of packages as boxes, barrels, etc., and the net weight, exclusive of outer coverings, must be specified.

The total quantity of each article expressed in the usual measure of pounds, yards, gallons, etc., must be stated. Domestic spirits exported must be stated in gallons of 50 per cent alcoholic strength.

Inspection certificates.—Process butter, butter adulterated or renovated, must be accompanied by certificate of purity issued by the United States inspector of dairy products. Certificate of inspection must be presented to the collector for meat and meat food

products exported when required by the regulations of the Department of Agriculture.

Sale and printing of blanks.—Shippers' export declaration may be obtained from collectors of customs at the price of two for 1 cent, or \$5 per thousand. The export declarations may be printed by private parties, providing they conform strictly to the official form in size, wording, color, and arrangement.

Treasury Department Customs Cat. No. 7301.

C. D. Aug. 25, 1915.

REQUEST FOR IMMEDIATE CLEARANCE.

U. S. CUSTOMS.

PORT OF.....
.....191..

I,.....of the.....
(Master, owner, or agent of vessel.) (Flag, motive power, and name of vessel.)

hereby request that clearance be granted immediately to the above-named vessel to proceed to the port of.....country of.....prior to the filing of a complete manifest of all cargo on board as required by section 4197, Revised Statutes, and prior to the filing of the shippers' export declarations as required by section 4200, Revised Statutes, on condition that a complete manifest, together with the shippers' export declarations or certified extracts thereof will be filed on the next business day after the departure of the vessel, and in the event of any shippers' export declarations not having been received, that pro forma declaration on customs Form No. 7303 be filed with the complete manifest and the shippers' declarations will be filed within fifteen (15) days after date of clearance of the vessel.

.....
(Master, owner, or agent of vessel.)

[Back of request.]

BOND OF VESSEL TO PRODUCE COMPLETE MANIFEST AND EXPORT DECLARATION.

Know all men by these presents, That address of the vessel as principal and address and address as sureties, are held and firmly bound unto the United States of America in the sum of five hundred (\$500) dollars, for the payment of which we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Witness, our hands and seals this day of 19...

Whereas, the above bounden principal has requested permission to clear the within-named vessel to the within-named destination prior to the filing of a complete manifest of all cargo on board, as required by sec. 4197, R. S., and prior to filing of shippers', owners', or consignors' export declarations thereof as required by sec. 4200, R. S.

Now, therefore, the condition of this bond is such that if the above bounden obligors shall deliver to the collector of customs at the port of exportation a complete outward manifest of all cargo on board said vessel, with the particulars thereof, as required by sec. 4199, R. S., together with certified extracts of shippers' declarations (or such declarations as have been lodged with them) not later than the next business day after the departure of the said vessel, and in the event of the shippers' export declarations not having been received shall file a pro forma export declaration with the completed manifest, and also shall cause to be delivered to the collector of customs within fifteen days after the clearance of the said vessel all delinquent shippers' export declarations in the prescribed form, and for failure to file the completed vessel's manifest, as aforesaid, shall pay to the collector of customs as liquidated damages the sum of five hundred (\$500) dollars, and for each actual shipper's export declaration not filed within the prescribed time shall pay to the collector of customs the

sum of fifty (\$50) dollars as liquidated damages; the aggregate liquidated damages under this bond not to exceed five hundred (\$500) dollars; then this obligation to be void, otherwise it shall remain in full force and effect.

..... [L. S.]
..... [L. S.]
..... [L. S.]

Signed, sealed, and delivered in the presence of:

.....
.....

Treasury Department.
Customs Cat. 7303.

PROFORMA EXPORT DECLARATION.

A statement on this form must be presented with vessel manifest or car waybill for all goods unaccompanied by original shippers' export declarations and bond given to produce original declarations. Term bond may be given if desired. Statistics are not to be compiled from this form unless shipper's declarations can not be produced.

Statement of all merchandise for which shippers' export declarations have not been received shipped in the (Name of carrier; if vessel, indicate flag and motive power.) cleared from port of for port of (U. S. customs port) (Port in foreign country.) , country of , on (Date when shipped.)

19...

Shippers.	Countries to which exported.	Marks and numbers.	Articles, packages, and quantities.	Market value.		This space for customs use.
				U. S. products.	Foreign products.	

I certify that the above statement is complete, true, and correct to the best of my knowledge, information, and belief.

..... (Master, conductor, or agent of carrier.)

Declared to before me on 19..

.....,
Deputy Collector.

[Back of declaration.]

BOND TO PRODUCE SHIPPER'S DECLARATION FOR GOODS EXPORTED TO CANADA OR MEXICO BY CAR, VEHICLE, OR FERRY.

(Bond for shipments by vessel to other countries on Form Cat. No. —.)

Know all men by these presents, That of as principal, and of and of as sureties, are held and firmly bound unto the United States of America in the sum of dollars, for the payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

Witness, our hands and seals this day of , 19....

Whereas the above bounden principal requests permission to export the within-described merchandise to the within-named destinations without producing at the time of exportation the shipper's export declarations as required by the act of March 3, 1893:

Now, therefore, the condition of this obligation is such that if the above bounden principal shall cause to be delivered to the collector of customs at the port of exportation within fifteen calendar days after the date of exportation, the shippers' export declarations in the prescribed form for the within-described merchandise, and in case of default shall pay to the said collector of customs the sum of fifty (\$50) dollars as liquidated damages for each shipper's export declaration not filed within the said fifteen days, then this obligation shall be void; otherwise it shall remain in full force and effect.

..... (SEAL.)
..... (SEAL.)
..... (SEAL.)

Signed, sealed, and delivered in the presence of

This form will be filed in binders by vessels or carriers as customhouse record of delinquent declarations.

W. G. McADOO,
Secretary of the Treasury
E. F. SWEET,
Acting Secretary of Commerce.

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